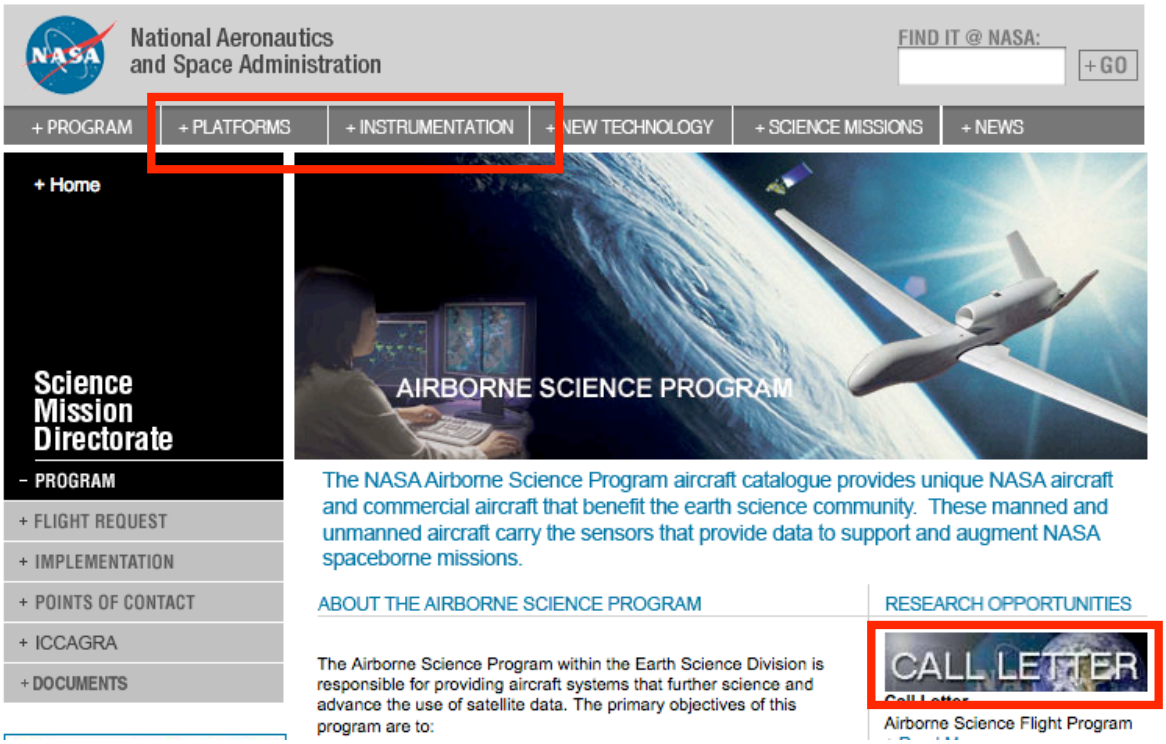
Science Mission Directorate
Airborne Science Program
Flight Request Procedures

STEP 1

Determine which of NASA's aircraft is right for your experiment.

Go to the website http://airbornescience.nasa.gov/ to the Airborne Science Portal. Here you will find information about NASA's core and contract aircraft as well as NASA's airborne science facility instruments. Click on "PLATFORMS" in the top bar to look at aircraft information and "INSTRUMENTATION" to look at facility instruments.

There is an annual call letter to announce yearly costs and contact information for all NASA core and contract aircraft. It can be found at the same website. Click on "CALL LETTER" on the right of the screen.

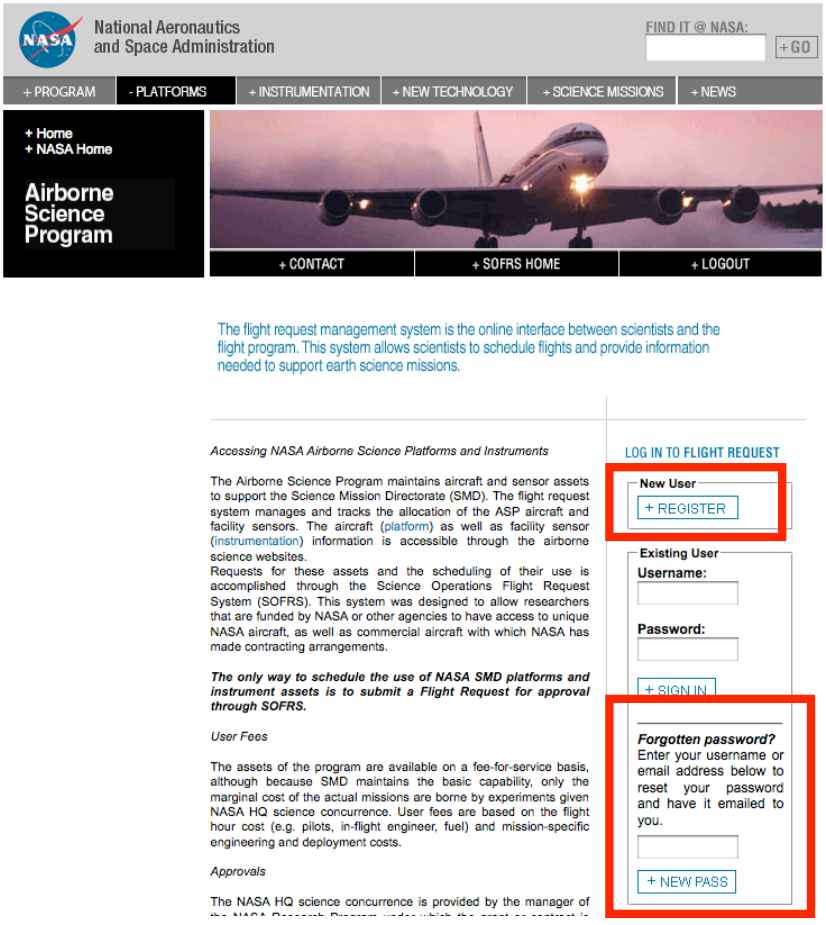


STEP 2

Register or log into the Airborne Science Program's Science Operations Flight Request System (SOFRS).

The SOFRS curators are Marilyn Vasques (Marilyn.Vasques@nasa.gov) and Sue Tolley (susan.l.tolley@nasa.gov). Please contact them if you have any questions.

Go to the website http://airbornescience.nasa.gov/sofrs/. If this is your first visit click "REGISTER" and fill in the forms. At this time you will be given a standard account. If you are the PI for the Flight Request (FR), you will need to request additional permissions, see the note in Step 3 on how to request this. In the mean time you can still submit FRs.



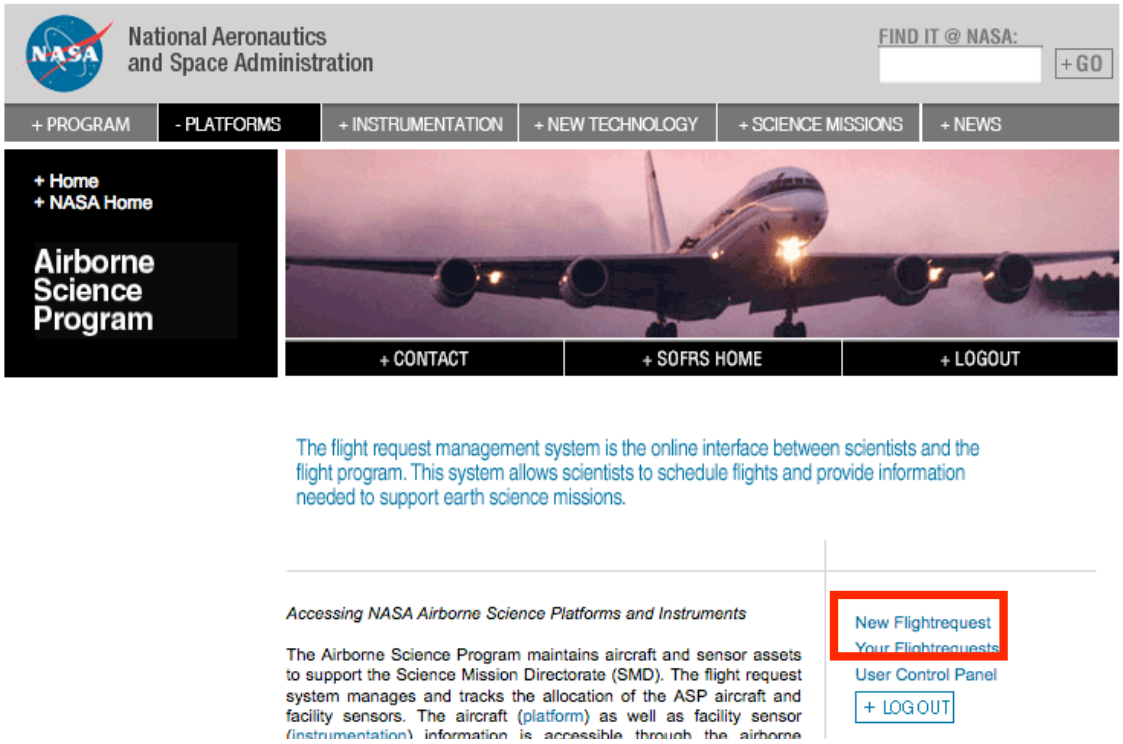
If you've forgotten your password go to the "Forgotten password?" section. Put in your user name and click on "NEW PASS." SOFRS will send you a new password right away. Once you have successfully logged in you can then go to the user control panel to customize your password.

If you've forgotten your user name as well, put in your email address SOFRS will send your username and a new password.

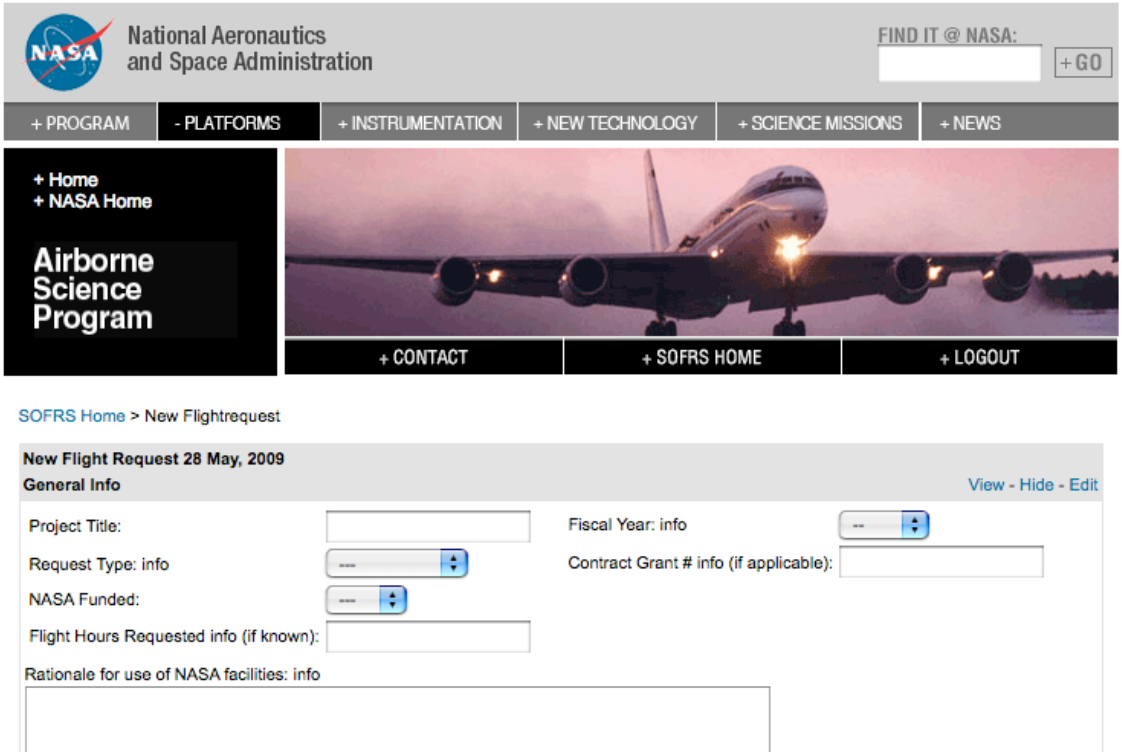
STEP 3

Submit a flight request (FR).

Click "New Flightrequest" and follow the instructions to submit a request. You can do this right after you register.



There are information buttons for most fields to define what needs to be entered there. Just hold your mouse over the icon for additional text to appear.

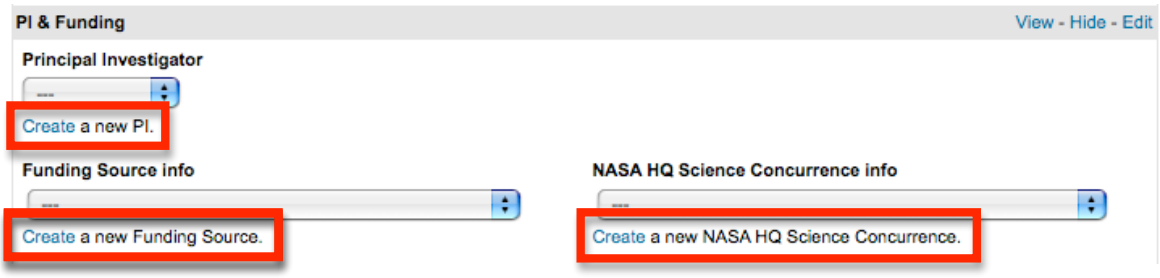


Notes for filling out a Flight Request

FUNDING SOURCE – Funding source has a pop up list of NASA Program Managers and their sponsors.

NASA HQ SCIENCE CONCURRENCE - has a pop up list of NASA Program Managers and their disciplines as well. To get the NASA rate for flight hour costs, you must have NASA science concurrence. In cases where you have a NASA funding source, your NASA HQ Science Concurrence is likely the same person. Please select that same sponsor from the pull down menu. If NASA is not the funding source, please only select a name from the NASA HQ Science Concurrence pull down if the Program Manager has already agreed to provide the concurrence.

If a new Source or Concurrence must be added to either list, choose "Create a new Funding Source" or "NASA HQ Science Concurrence" accordingly below the pop up list.



Click on "Create a new…" and fill in the form making sure to press "Request that this… be added". When new PIs / Funding Sources / Science Concurrence are submitted, SOFRS will notify the curators. The request must be reviewed and approved by them before the addition of the PI or funding agency to the SOFRS system is final.

AIRCRAFT – The aircraft list now lists 3 types of B200 (BPA/Catalog, DOE or LaRC) and 2 types of Twin Otter (BPA/Catalog, GRC). The pop up list includes "any" in case you don't know which aircraft to use. In that case the curators will contact you to clarify the requirement once the request has been submitted.

SENSORS - When "other" is selected from the sensor list, a box is provided for you to fill in the name of the sensor you would like to use. Any additional information can be put in the box labeled "Comments."

STEP 4

Submit your FR.

When you are done filling in the Flight Request press "submit" at the bottom of the page.

The SOFR system will notify the aircraft leads for the aircraft you choose and, if you've chosen one of the facility sensors, that lead will also be notified. The aircraft leads will then contact you to discuss the details of your request. If you need to reach them, their contact info is in the call letter.

The SOFR system will also notify the NASA HQ Science Concurrence and Funding sponsors, you selected, as well as the curators. You will receive an email showing your flight request has been submitted. There will be a pdf of the flight request attached. If you wish to get an updated version of the pdf you can use the button at the bottom of the FR page as well.

STEP 5

Editing your flight request.

The FR must be considered a living document and be updated as information is updated. All changes must be made on the Flight Request itself.

To have access to your FRs when logged into the SOFR system Click on "Your Flightrequest." After you've made you changes, please click on the "save" button on the bottom of the FR.

After you have made and saved your edits, the screen refreshes and takes you back to the main page. If you don't want to go back to the main page you can use [Ctrl + R] for a PC and [Apple + R] for a Mac for an instant refresh.

The curators will assign the request a log number that will then be the designator for your FR. If major changes are made to the FR you, the aircraft & sensor leads, sponsor and curators will be notified by email. Major edits are changes in….

1. Log number
2. Sensor
3. Funding Source / NASA Science Concurrence
4. Status
5. Flight Lines
6. Aircraft
7. PI
8. Flight hours requested
9. Estimated Cost
10. Flight hours for Approval

Several edits may occur at the same time or on the same day. To avoid massive email notifications, edits will be collected at midnight each night and only one email for each FR will be sent out. The email will identify the FR with Log # and ID #, PI name, experiment title and Grant #(if available) and a list of the categories changed will be in the text. It will also have the url for the website.

STEP 6

Approval Process

After the Aircraft Leads have discussed the FR with you and created an estimated number of flight hours required as well as an overall cost, this information is submitted to the curators. The curators request approval of the funds from the sponsor you've listed as well as approval of the use of the aircraft from the Airborne Science Program Manager. Once these approvals are confirmed, the curators will change the status of the FR from OPEN to APPROVED.

At that point the flight can be scheduled and flown. When the FR is completed, the Aircraft Lead contacts the curators with the total number of hours flown. At this point the curators change the status of the FR from APPROVED to COMPLETE.

If at any point in the process the curators are notified that the FR is deferred, withdrawn or canceled, the FRs status will be changed accordingly.

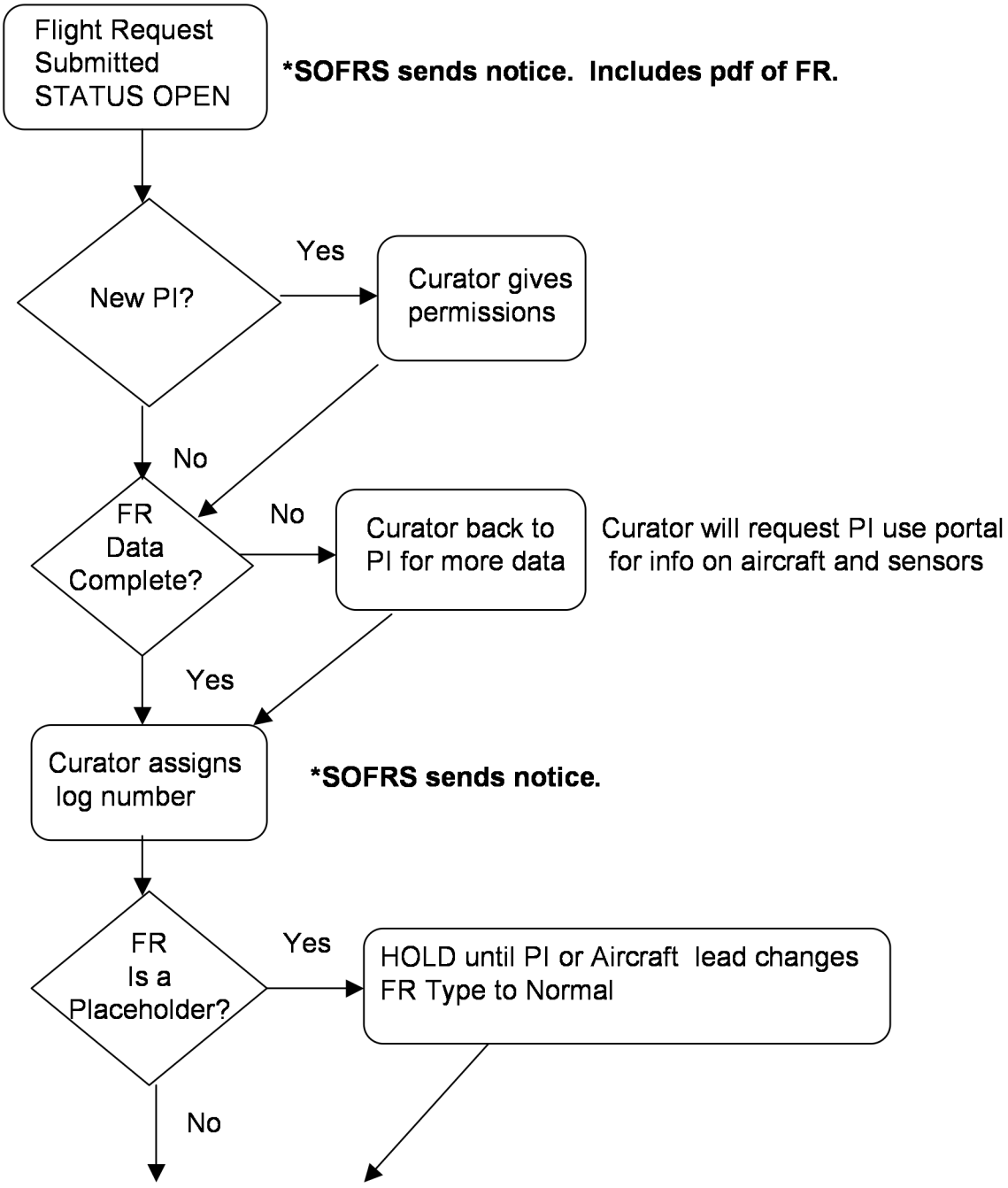
FRs remaining "not submitted" for more than 3 months can be deleted at the discretion of the curators. If PI is listed in the FR, the PI will be contacted before unsubmitted FR is deleted.

Submitted FRs will never be deleted. They can be deferred, canceled or withdrawn but the record will still be in the system.

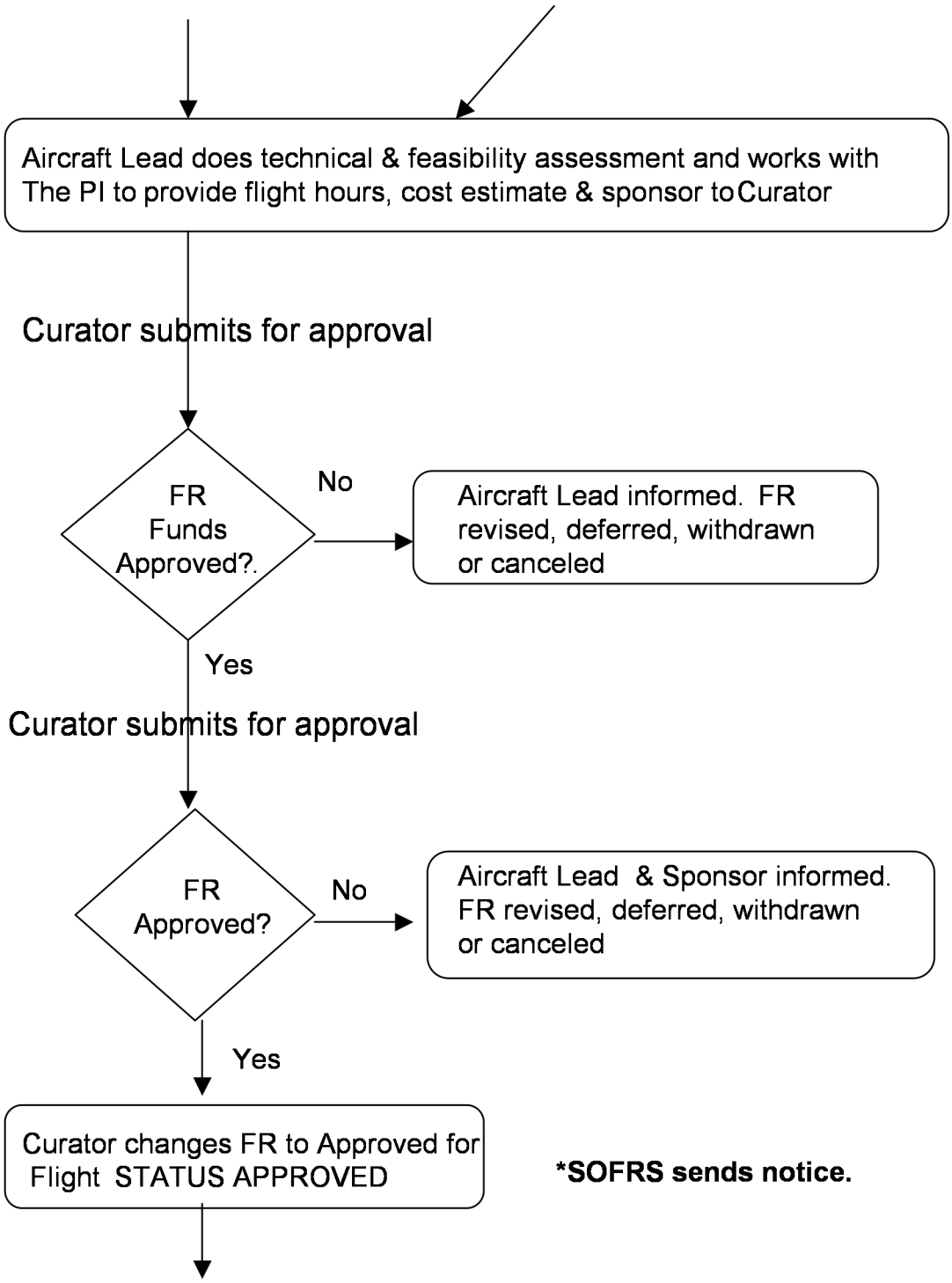
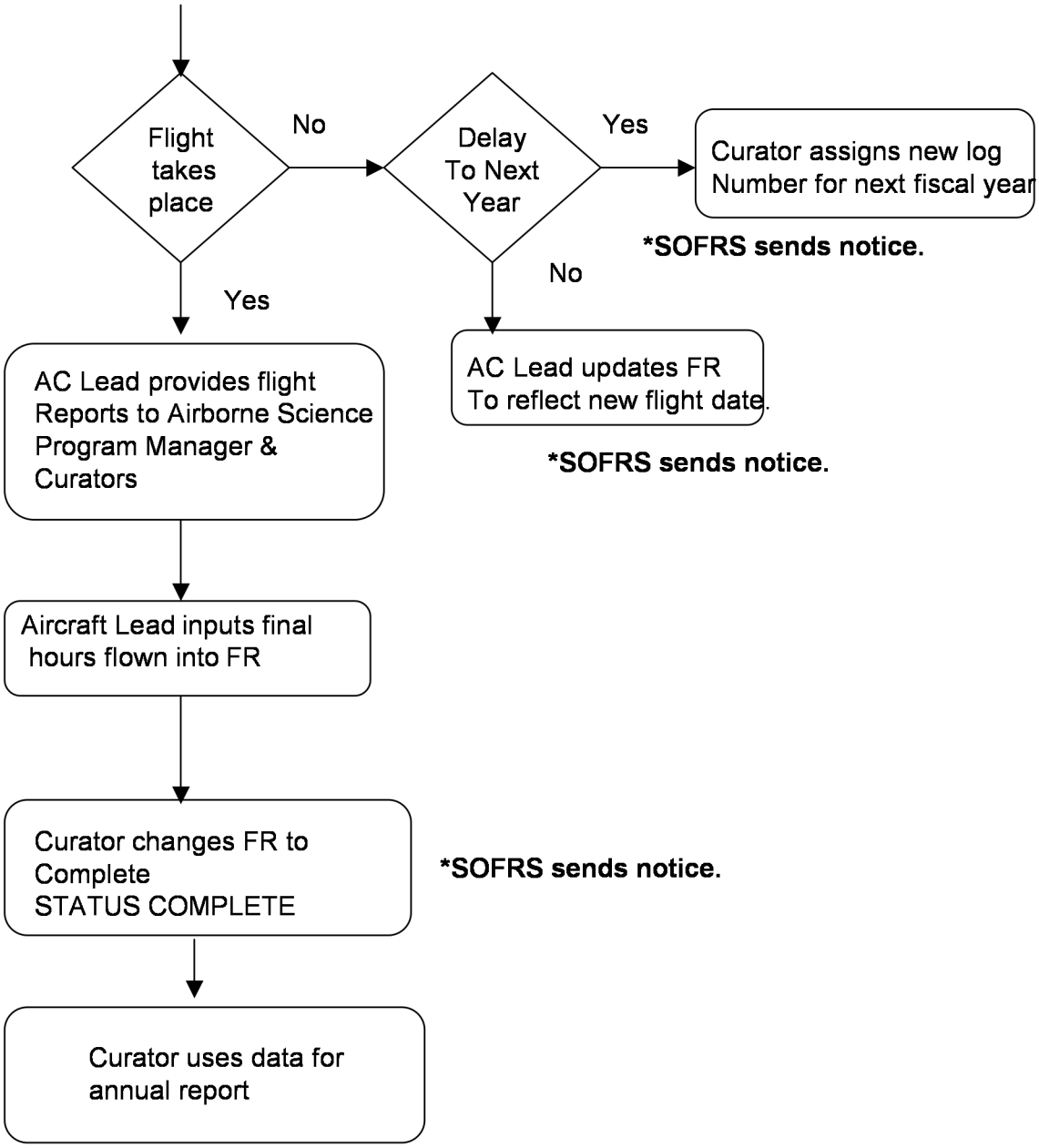
Flight requests must have a log number that reflects the fiscal year in which it will fly. If a FR slips from one fiscal year to the next (example: Sept 09 to Oct 09,) it has now become a FY10 FR and the curators must roll the FR to FY10 and give it a new FR number that starts with a 10.

APPENDIX A

FR Procedure Summary



FR Procedure Summary (cont)



FR Procedure Summary (cont)